



Position Details	
<p>Position Title: Psychological Therapies Clinician (PO1, RN1)</p> <p>Fulltime Equivalent (FTE): 0.6 FTE</p>	<p>Date approved: 09/09/2019</p> <p>Status of employment: Refer to 'employment letter of engagement'</p> <p>Location: Refer to 'employment letter of engagement'</p>
Position Context	
Organisation Overview	<p>FocusOne Health is a locally run not for profit organisation providing a range of programs and services that aim to raise awareness and improve health outcome of the community. Working in partnership with a broad range of organisations and service providers to deliver integrated and coordinated health services to the community (including General Practice, medical specialists, allied health services and state government health services). An integrated approach is taken to support individuals in prioritising their health and wellbeing.</p>
Job Purpose Statement	<p>Psychological Therapies Clinicians provide mental health services, including assessment and the provision of focussed psychological strategies to people with a diagnosable mild, moderate or sometimes severe mental illness.</p> <p>The Psychological Therapies Clinician aims to assist individuals with complex mental health needs to increase their capacity to manage their physical and mental health, avoid relapse through early intervention or the onset of acute symptoms</p> <p>The services provided through the Psychological Therapies Program are a level of intervention within a stepped care approach and must be evidenced based for the population being targeted (e.g. cognitive behavioural therapy).</p>
Reporting Relationships	<p>Line Management: Reports through the designated FocusOne Health Services Manager</p> <p>Clinical Accountability: Seeks leadership, advice and support for clinical matters from Clinical Services Lead</p> <p>Is accountable to the Board of Management of the FocusOne Health Inc. (through the organisational management structure).</p>
Working Relationships	<p>Participates in and actively contributes in regular clinical supervision and in peer clinical review processes.</p> <p>Is a member of the multi-disciplinary FocusOne Health Team and may liaise with FocusOne Health membership and other relevant stakeholders on behalf of FocusOne Health.</p> <p>Consulting and collaborating with other health care professionals, both within the organisation and the community, to ensure optimal client outcomes.</p>
Line Management Responsibility	Nil

General Expectations	<p>Employees are required to read, understand and comply with all policies, procedures and any reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the Code of Conduct.</p> <p>Maintains confidentiality and operates within the Information Sharing Guidelines.</p> <p>Participation in Performance Development Reviews every 12 months</p> <p>FocusOne Health is a smoke free workplace</p>
Special Conditions	<ul style="list-style-type: none"> • Current and full registration with the appropriate registration authority (AASW, AHPRA) • Some of our hours work may be required for which time off in lieu is to be taken • Travel throughout FocusOne Health's catchment, with occasional intra-state trips (to Adelaide) and inter-state travel will be required. • A current South Australian Driver's Licence is essential, and use of comprehensively insured personal motor vehicle will be required, for which there will be mileage remuneration in line with Collective Agreement and FocusOne Health policy.

Key Responsibilities – Psychological Therapies			
Accountability	Key Activities and Outcomes <i>(What is to be achieved-responsibilities and duties)</i>	Key Performance Indicator <i>(This is the measurement criteria for how each accountability/responsibility is achieved)</i>	
		Outcomes	Outputs
Service Provision	<p>The Clinical Counsellor provides psychological therapy services, specifically:</p> <ul style="list-style-type: none"> Assists in the development and delivery of individual and group based skills training which assist people to better manage their mental health Supports referral and liaison with relevant service providers (eg psychiatric, psychological, medical, welfare and educational) Maintains appropriate case notes, records and data as required Delivery of evidenced base psychological therapies using appropriate tools, and in line with FocusOne Health's policies and procedures Assessment, monitoring and management of clinical risk Comprehensive and detailed clinical formulation and collaborative care planning. Provides support to General Practice in the form of telephone and onsite information, education and assistance Clinicians utilise supervision, review program determination, assessment and progress, including where clients require movement to other services within a stepped care approach to primary mental health services Actively participates in all clinical supervision activities, evaluation processes and team meetings at FocusOne Health. Provides timely and accurate services to enable assigned national, state and non-government funded health programs to be implemented, integrated and articulated appropriately to General Practice and the community Develop a collaborative approach with relevant agencies to ensure effective management of mental health conditions within the community Ensures service provision to ATSI and CALD community members is culturally appropriate Participates in community education and promotional strategies. Clinicians utilise supervision, review program determination, assessment and progress, including where 	<ol style="list-style-type: none"> Professional clinical mental health services are provided to clients in accordance with program contract and supporting guiding documents (eg guidelines, work instructions) and FOH Clinical Governance Framework Timely assessments, case notes and closure requirements are completed (as per program work instructions) A caseload will be maintained as determined by program work instructions and in consultation with Line Manager and Clinical Lead Good communication flow and collaborative care is delivered Strong adherence to organisational processes and procedures Uniqueness of the individual is understood and fostered Opportunity for real choice is afforded to all clients All individuals are treated with Dignity and Respect Recovery is evaluated 	<ol style="list-style-type: none"> Maintain 5 booked appointments in MC diary per day. A maximum of 12 individual and/or group sessions per client in a 12 month period. 100% Collection of K10+ for each client at start and close of each episode. 80% Collection Client satisfaction survey for each client. 100%Collection of demographic and cultural information for each client. 100% collection of PMHC MDS data. Identify one appointment per week to be used for clients at risk of suicide.

	<p>clients require movement to other services within a stepped care approach to primary mental health services</p> <ul style="list-style-type: none"> Facilitates best practice and up to date communication with and between stakeholders 		
<p>2. Continuous Quality Improvement</p>	<p>The Psychological Therapies Clinician assists with the implementation of continuous quality improvement and assurance activities within the FocusOne Health's quality assurance framework and supports the promotion of FocusOne Health Services.</p> <ul style="list-style-type: none"> Maintain clinical governance arrangements that align with all national, state and local standards, particularly the National Mental Health Standards 2010, and include feedback mechanisms, relevant clinical supervision, and performance monitoring and review arrangements. Participates in team meetings, planning activities, program and/or advisory groups and FocusOne Health-wide quality assurance activities. Contributes to best practice standards of program service delivery through supporting the promotion and implementation of quality management systems, evaluation and reporting. Represents FocusOne Health at local, regional, and state meetings and conferences as required. Provides assistance in the maintenance of data collection systems relevant to the evaluation of programs. Participates in ongoing professional development including annual performance reviews, and the development of and review of Key Performance Indicators. Supports the principles of equal opportunity, fairness, honesty and respect and fosters WH&S in the workplace. The Psychological Therapies program is delivered in the context of the Contracted Services Scheduled between CSAPHN and FocusOne Health and in conjunction with developed Program Guidelines, and FocusOne Health's Policy, Procedures, Work Instructions, and Templates and Forms. 	<ol style="list-style-type: none"> Demonstrate commitment to the objectives of the team and organisation and show considerable drive and effort in achieving work and organisational goals. Identify, develop and support and/or implement new initiatives, quality and continuous improvement activities as part of a continuous improvement process in own work, team and in line with organisational goals. Engages positively and professionally with FOH management, staff, clients and stakeholders. Shows leadership and active participation in the Safety and Quality initiatives of the organisation including but not limited to: <ul style="list-style-type: none"> Peer Review processes Integrates learnings and recommendations from clinical file audits into clinical practice Actively reports clinical incidents and 'near misses' as per clinical incident reporting procedures and participates in clinical incident processes Participates in customer feedback initiatives, supporting clients to understand how their input is used to inform safety and quality of the organisation Actively engages in mental health accreditation, understanding standards and implementing adherence to in clinical practice Demonstrates and participates in mandatory and professional learning; sharing with colleagues through sharing learnings and industry updates Displays 'openness' in professional conduct 	<ol style="list-style-type: none"> Participate in the ongoing quality and refinement of the Psychological Therapies program plan Contribute to the strong communication strategy for interactions with referring GP practices and key stakeholders Keep detailed records of relationships and interaction with LHN and NGO agencies Presents de-identified clients for review at peer clinical reviews and providing input into multi-disciplinary peer review meetings

Program Implementation	<p>The Psychological Therapies Clinician contributes to the planning, evaluation, delivery and reporting of the Psychological Therapy service.</p> <ul style="list-style-type: none"> • Participate in stringent data collection to facilitate accurate reporting to funding bodies, board of management and advisory groups on program performance, outcomes, activities and quality measures. • Is an integral role in representing FocusOne Health in working towards a collaborative approach with relevant agencies to ensure effective communication regarding client care and progress is shared with appropriate stakeholders in line with the Information Sharing Guidelines. 	<ol style="list-style-type: none"> 1. Maintains accurate records of client attendance, appropriate case notes and necessary forms, relating to service delivery. 2. Ensuring that Service delivery complies with the appropriate policies and procedures set out in the Policy and Procedures manual and as per legislative requirements. 3. Demonstrates effective communication including in line with Information Sharing Guidelines. 4. Maintains an up to date knowledge of FOH services, other associated services and relevant legislative changes affecting mental health service delivery. 5. Collates and reports service delivery data as required in a timely manner. 	<ol style="list-style-type: none"> 1. Completes Information Sharing Guidelines online refresher. 2. Provide data for 6 and 12-month reports as required.
Administrative Duties	<p>Actively undertake administrative duties pertinent to the role and those that support the organisation</p> <ul style="list-style-type: none"> • Monitor emails, phone calls and other communications as required. • Ability to work under pressure and prioritise workload. 	<ol style="list-style-type: none"> 1. Administrative tasks completed in a timely fashion and tasks are prioritised demonstrating effective time management. 2. Supports other teams and staff in administrative functions to ensure quality Customer Service and Team Work is demonstrated; including support of key service functions such as reception, office arrangements and positive organisational culture maintained. 	
Team Work	<p>Actively contribute to the success of FocusOne Health and its culture through effective communication, and by contributing to and facilitating teamwork in all facets</p> <ul style="list-style-type: none"> • Demonstrated ability to work independently as well as part of a multi-disciplinary team. • Contribute to a team culture where individual members are valued and recognised for their diverse skill sets. 	<ol style="list-style-type: none"> 1. Contributes positively and professionally to teams and programs working within. 2. Demonstrate active participation in team planning; ensuring team initiatives are communicated across teams you work within. 3. Display organisational values, role models appropriate conduct and operates within organisational boundaries and systems 4. Prepare for and participate in regular 1:1s with line manager, utilising the time to report achievements, issues and concerns 	
Work Health Safety and	<p>Maintaining and improving the quality in all FOH activities. All activities are implemented with consideration to safe work practices; meeting obligations under WHS legislation</p>	<ol style="list-style-type: none"> 1. Work Health & Safety issues and controls implemented 2. Specific program outcomes demonstrated in reporting 3. Client surveys 	

	<ul style="list-style-type: none">• Contributing to quality in FOH's services and programs by demonstrating initiative, and communication with team members, stakeholders and clients, utilising FOH information management guidelines to record and document• Deliver quality outcomes for the community and stakeholders, including participating in internal audits, drills and utilising service improvement request• Participates and maintains WHS knowledge and WHS training; including awareness of FOH WHS Risk plan, policies and procedures.• Contributes to the Identification and assessment of WHS risk (including identification of hazards); prioritising safety for staff and all others accessing FOH facilities/equipment/services	<ol style="list-style-type: none">4. Participation in Internal audits as requested5. Participation in drills as required6. Utilisation of Service Improvement Request process as necessary7. Hazard and Incident reports completed	
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Essential Minimum Capabilities	
Skills and Abilities	<ul style="list-style-type: none"> • Proven ability to interact well with clients, carers, and to build strong collegiate relationships with GP's, health professionals and other key stakeholders • Ability to provide expert advice and work effectively with a range of stakeholders including members sponsors/funding bodies, health professionals, other organisations and the community. • Excellent oral and written communication and interpersonal skills. • Excellent computing and keyboard skills and proven experience with Microsoft Office suite. • Ability to prioritise tasks, set objectives, meet deadlines in a timely manner, and complete tasks to a professional standard. • Able to be self-motivated, enthusiastic and energetic and adapt readily to change. • Ability to work with limited direction and as a member of a multi-disciplinary team. • Ability to exercise initiative, make sound judgements and decisions based on research and knowledge and problem solving effectively • Exercise initiative and judgement in problem solving • Highly self-motivated and dynamic personality • Experience in the use of electronic client management systems.
Experiences	<ul style="list-style-type: none"> • Demonstrated experience and ability in working with clients with mild to moderate mental illness, in a primary mental health service or health and community services organisational context • Experience in the provision of mental health assessment programs and services, including psycho-education and short term focused psychological strategies / interventions to people of all ages and backgrounds • Demonstrated ability to build appropriate client therapeutic alliance to communicate ideas, information, planning and problem solving • Demonstrated experience in effectively working within a multi-disciplinary team • Experience in providing advice and contributing to the development of, and implementation of policies, procedures and protocols • Successful experience in planning, coordination, implementation and evaluation of programs to meet budgetary constraints and compilation of reports
Knowledge	<ul style="list-style-type: none"> • Knowledge of the mild to moderate mental health conditions for people and the indicated treatment for high prevalence mental health conditions and evidence bases underpinning such approaches. • An understanding of the issues relating to the mental health and primary health care for people living in rural and remote communities, in terms of accessing treatment services and in supporting recovery. • Awareness of the integral role of General Practice, Psychiatry and Local Health Networks in the assessment, treatment and referral for people with mental illness who can be appropriately managed in a primary care setting • An understanding of ethics and confidentiality issues, particularly in relation to the health and medical professions.

	<ul style="list-style-type: none"> • An understanding of and commitment to the principles of multiculturalism, equal opportunity and the legislative requirements of the WH&S Act. • An understanding of cultural issues in working with minority groups of people including Indigenous, GLTBIQ and CALD communities 		
Qualifications	<ul style="list-style-type: none"> • To be employed as an RN-1, a Registered Nurse must hold a current registration with AHPRA. • To be employed as a PO-1 the incumbent must hold an appropriate qualification from a recognised tertiary institution (e.g. social work, psychology, occupational therapy, or nursing) giving eligibility for membership with either AHPRA or the relevant professional association where appropriate 		
Desirable Characteristics			
Experiences and Knowledge	<ul style="list-style-type: none"> • Experience in the implementation of primary health care programs. • Experience in liaising with health related agencies at a local and or state level. • Knowledge of local and regional health services. • Experience in the delivery of primary mental health care programs that meet Accreditation standards. • Experience in health promotion activities. • Experience working with young people, Aboriginal people and/or providing mental health services or programs. • Experience working with GPs and other health care providers to deliver health programs. • Understanding of the principals involved in engaging consumers from at-risk populations. • An appreciation of the long-term goals of FocusOne Health. • Broad knowledge and experience of Primary Health Care philosophy 		
Personal Abilities	<ul style="list-style-type: none"> • Ability to be innovative and self-directed. • Skills in public speaking and/or facilitating training. 		
Organisational Requirements			
Acknowledgement and Approval			
Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job and Person Specifications will be reviewed in line with Performance Review & Development Appraisals unless required earlier.			
Acknowledged by Employee:		Date:	Signature:
Approved by CEO:	Scerina Rasheed	Date:	Signature: